



Honey Creek Community School Academy
COMPENSATION POLICY

This document is the acting compensation policy for Honey Creek Community School. The scope includes, but is not limited to, financial actions relating to hiring recommendations, salary schedule changes, guidelines for Paid Time Off, benefits, cost-of-living adjustments, stipends, and bonuses. Changes to this document shall be reviewed by the finance committee and approved by the Board of Trustees. Once approved, HR and Payroll will be notified to implement.

All compensation including salaries and benefits (e.g. bonuses, stipends, insurance eligibility) must be written and board-approved. Proof of certification is required for certified positions.

Prior to extending any employment offer, the ED is responsible to ensure the position has been board-approved and the contract rate has been reviewed by the executive committee. Approved positions are designated during the initial budgeting process prior to the start of the fiscal year. The finance committee is authorized to approve a new position during the fiscal year with notification at the next regular meeting of the board.

Only compensation shall be distributed through payroll; Funds intended as gifts from outside sources (e.g. HCCS Foundation and HCCS Parent and Teacher Organization) should be distributed in other ways.

Note: This policy does not constitute a contract with any individual or group of individuals.

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Annual Review of Compensation Pay Scales and Rates

The finance committee will evaluate on an annual basis the fiscal health of the organization, and will use this information to evaluate any adjustments to compensation (step increases, cost of living adjustments, bonuses, and benefits changes). All bonuses must be approved by the board. Unless specified prior to open enrollment, the school will pay 80 percent of the total annual costs of the medical benefit plan and employees would pay the remaining 20 percent. Prior to implementation, annual changes shall be approved by the Board of Trustees.

The goal of the board is to invest as much money back into the students and staff as possible each year while ensuring that an appropriate fund balance remains for the following school year.

The following will be considered specifically at the annual organizational meeting of the board prior to the approval of the initial budget for the following fiscal year. The multi-year budget projections should also be considered. This applies to certified and classified staff; it does not apply to contracted or seasonal employees.

Fund Balance	Compensation Goals (Based on Initial Budget for following Fiscal Year and/or First Amendment for Current Year)
> 10%	• Advance certified staff to the next higher step on the respective pay scales.
> 12.5%	• Distribute a bonus award to all staff; prorated based on % employment and start date. Amount to be recommended by the finance committee. - and/or • Pay out unused PTO days for all staff (up to maximum accrued during previous fiscal year only).
> 15%	• Consider cost of living adjustment. <i>Note: This should be considered every 2-3 years when appropriate based on the fund balance.</i> ○ Pay Scales for certified staff ○ Hourly Rates for classified employees



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Determining compensation type and benefit eligibility

The Board of Directors will determine the appropriate initial salary for the Executive Director, taking into account prior experience. The ED will coordinate work schedules to ensure building coverage.

The ED determines all other employee categories required to determine the compensation. The ED determines what step the employee will be placed on while taking into account prior experience, relevant advanced degrees, and the administration's critical shortage list. Placement on the hourly rate schedule shall be determined by the ED based on experience and role. Start dates on or before December 1st will be honored as one full year of employment.

A compensation statement shall be provided to new employees prior to the start of their employment, and maintained in the records of the organization. The statement will include job title, position type, compensation step or rate and applicable benefits.

Certified (full or part-time, salaried)	• Administration (Executive Director, Director) • Instructional Staff (teachers) • Special Education Coordinator
Non-Certified (salaried)	• After School / Camp Program Coordinator • Instructional Aide Coordinator
Non-Certified (hourly)	• Office Professionals • After School / Camp Counselor • Instructional Aides • Substitutes (Daily and Long Term)

All staff are eligible for paid time off (PTO) and State of Michigan Public Retirement System benefits. Full-time salary and/or hourly staff (a total of 40 hours or more) are also eligible for health and disability insurances



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Stipends

The ED may assign stipends from the approved list to staff as appropriate and as the fiscal health of the school allows. Administration is not eligible for stipends unless approved by the board. When assigned, the stipends will be included in the individual's compensation statement and will be distributed semi-annually. Refer to Addendum 5 for a list of currently approved stipends. Additional stipends may be assigned by the ED with advanced approval of the finance committee. All stipends must be in writing and indicate scope of work, timeline and deliverable(s); hours required are considered in the determination of a stipend award but actual hours worked will not adjust the stipend amount.

Pay Scales and Rates

Title	Compensation Table
Executive Director Director of Instruction	Addendum 1
Coordinator, ASP/Camp Coordinator, Special Education Coordinator, Instructional Aide	Addendum 2
Instructional Staff	Addendum 3
Instructional Aides After School Program / Camp Counselors Office Professionals Substitute Teachers	Addendum 4
Stipends	Addendum 5



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Paid Time Off (PTO)

PTO will be accrued based on the rates listed in the table below. For hourly (classified) employees, time reports must include hours worked or hours designated as PTO during that pay period. PTO may be used for unscheduled school closures, consistent with the approved work schedule. Should the employee separate from the organization prior to the end of the year having used a disproportionate number of PTO days, a compensatory deduction will be made from the employee's final paycheck.

Employee Type	Term	PTO* (earned/worked)	Banking Days
Certified (salaried; full or part-time)	School Year	1 day/mo	• Unused PTO time remaining at the end of the school year (June 30) shall be carried over up to a total of twenty (20) banked days. PTO can not exceed 20 days. • Accumulated PTO days will not be paid out at the end of a staff member's employment. • Part-time staff are eligible for PTO days based on percentage of full-time employment. • School year salaried employees earn 1 day/month from Sep - Jun. • Administration is authorized to approve use of days that have not yet accrued. Authorization must be in writing and submitted to HR.
	Fiscal Year	1 day/mo	
Non-Certified (salaried)	Fiscal Year	1 day/mo	
Non-Certified (hourly)	School Year	1hr/30hr ****	
	Seasonal	1hr/30hr	

* per contract year beginning in September.

* The Staff Handbook contains additional information about Paid Time Off guidelines.

* PTO is prorated based on appointment percentage.

**Equivalent to 10 days/school year based on full time employment.

***This reflects State of Michigan ESTA requirements.



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Addendum 1 Pay Scale: Administration

Step	Salary
0	\$94,082
1	\$96,002
2	\$97,961
3	\$99,960
4	\$102,000
5	\$104,040
6	\$106,121
7	\$108,243
8	\$110,408
9	\$112,616
10	\$114,868
11	\$117,165
12	\$119,509
13	\$121,899
14	\$124,338
15	\$126,825

*Administration are 12-month, fiscal-year positions (230 days) and apply to all Director positions.

*Executive Director compensation to be set at Step 5, at a minimum.



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Addendum 2 Pay Scale: Coordinators

	After School Program/Camp Coordinator	Special Education Coordinator	Instructional Aide Coordinator
Step	Salary*	Salary**	Salary***
0	\$50,595	\$64,712	\$33,000
1	\$51,606	\$66,033	\$33,660
2	\$52,639	\$67,380	\$34,333
3	\$53,691	\$68,756	\$35,020
4	\$54,765	\$70,159	\$35,720
5	\$55,861	\$71,591	\$36,435
6	\$56,978	\$73,052	\$37,163
7	\$58,117	\$74,542	\$37,907
8	\$59,279	\$76,064	\$38,665
9	\$60,465	\$77,616	\$39,438
10	\$61,675	\$79,200	\$40,227
11	\$62,908	\$80,784	\$41,031
12	\$64,166	\$82,400	\$41,852
13	\$65,450	\$84,048	\$42,689
14	\$66,758	\$85,729	\$43,543
15	\$68,094	\$87,443	\$44,414

*This is a 12-month, fiscal year position (230 days).

**This is a 11-month, fiscal year position (211 days).

***This is a 10-month, school year position (184 days).



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Addendum 3 Pay Scale: Certified Instructional Staff

Step	Salary	Step	Salary
0	\$40,800		
1	\$41,616	16	\$56,010
2	\$42,448	17	\$57,130
3	\$43,297	18	\$58,272
4	\$44,163	19	\$59,438
5	\$45,046	20	\$60,627
6	\$45,947	21	\$61,839
7	\$46,866	22	\$63,076
8	\$47,804	23	\$64,337
9	\$48,760	24	\$65,624
10	\$49,735	25	\$66,937
11	\$50,730	26	\$68,275
12	\$51,744	27	\$69,641
13	\$52,779	28	\$71,034
14	\$53,835	29	\$72,454
15	\$54,911	30	\$73,904

* This is a 10-month school-year position (184 days).

- This applies to teachers, teacher consultants, intervention specialists, social workers, and technology specialists.
- Up to **ten** years of prior teaching experience shall awarded as steps on the salary scale, as determined by the ED including consideration of the following:
 - Substitute teaching qualifies for the purpose of prior experience.
 - Early childhood education experience qualifies for the purpose of prior experience.
- Relevant master's degrees will count for 3 additional steps. (Additional master's degrees will not count for additional steps.)
- Additional steps may be awarded based on critical shortage of a specified position. This is determined by the finance committee based on state and local employment data.



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Addendum 4 Pay Scale: Non-Certified Hourly Staff

Title(s)	Level	Hourly Rate
Instructional Aide* After School Program Counselor Office Professional Summer Camp Counselor*	I	\$18.00
	II**	\$19.25
	Lead	\$22.00
Summer Camp Coordinator	Assistant	\$25.00

*The hourly rate for certified lifeguards will increase by an additional \$1/hour. Compensation may be paid on an hourly basis or as a stipend.

** The hourly rate for Level II is calculated as equivalent to the Daily Substitute.

Substitute Teacher	Daily Rate
Daily Substitute	\$130
Retiree Substitute	\$150
Long-Term Substitute**	\$222

* These are school year positions.

**A long-term substitute teacher is a teacher who fills in for a full-time teacher who is absent for an extended period of time, usually more than two weeks. The pay rate is calculated as 1/184th of Step 0 on the pay scale for Certified Instructional Staff (Addendum 3).



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Addendum 5 Stipends

NOTE: This list will be updated before the final reading and approval of this draft policy.

Stipend	Qty	Amount	Payroll Distribution	
			January 1	July 1
Kindergarten Orientation	3	\$100	\$100	n/a
Overnight Camp Chaperone	24	\$100/night	Fall Camp	Spring Camps
Board Liaison	2	\$1,000	\$500	\$500
Mentor Teacher	10	\$800	\$400	\$400
Yearbook	1	\$1,200	\$600	\$600
Social Media Coordination	1	\$600	\$300	\$300
WIDA Assessments	1	TBD	TBD	TBD

*Administration (Executive Director and Director positions) are not eligible for stipends, except when specifically reviewed by the finance committee, recommended, and approved by the full board.

*Only approved stipends listed above may be assigned to staff unless approved in advance by the finance committee.



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Addendum 6 Health & Disability Benefits

Description	Eligibility
Medical	Full time staff*
Dental	
Short Term Disability	
Long Term Disability	
Life Insurance	
Flexible Spending Account	
Health Savings Account	
Employee Assistance Program	

*Full time is for 40 hours or more.